

6.5

JAIL OPERATIONS – BOOKING AND CUSTODY

Revised February 7, 2019

The Support Bureau will have audit responsibility.

6.5.1 BOOKING PROCEDURES

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Officers booking an inmate into the Long Beach Police Department Jail shall complete the *Arrest and Booking Information Form* (PD 4102.013(A)). Officers shall submit the *Arrest and Booking Information Form* prior to completing a *Probable Cause Declaration* (ePCD). The Booking Sergeant will provide the Booking Number required for the ePCD to be completed. The arresting officer is responsible for ensuring that the inmate is booked for the correct charge level.

At no time is an inmate to be left alone by the arresting officer. The arresting officer is responsible for the inmate until the inmate is released to the custody of Jail Division personnel.

All inmates shall remain handcuffed while in Booking except during the routine removal of property for booking purposes or when deemed medically necessary by Jail Medical Staff.

Only employees assigned to Booking are allowed behind the Booking Desk, unless authorized by the Booking Sergeant.

Arresting officers shall inform the Jail Nurse and Detention Officers of any pertinent information regarding an inmate's mental and physical status (e.g., if the inmate is sick, has been injured in anyway, or is suicidal) as soon as possible.

6.5.1.1 BOOKING AREA AND TUNNEL SECURITY

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The Booking Desk and the access tunnel to the Booking Desk are secure areas. The general public and the news media are prohibited from entering these areas unless authorized by the Watch Commander or another member of the Command Staff.

Command Officers who authorize entry into these restricted areas shall notify the Watch Commander and the Booking Sergeant of the authorization and shall either accompany or arrange for a member of the Department to escort the visitor. The Department escort shall remain with the visitor while in the restricted area and until the visit is terminated.

6.5.1.2 BOOKING ON WARRANTS

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When an inmate is arrested for an outstanding warrant, whether misdemeanor or felony and the warrant is not an exact match to the inmate, the warrant must be verified through the inmate's fingerprints before the inmate is booked for the charges.

The Booking Clerk will verify the warrant at the time of booking. If the warrant cannot be verified by computer check, fingerprints are sent to the fingerprint classifier for verification.

In the rare event that an inmate is sent to County Jail without having cleared Livescan, the County will add charges as needed.

If an inmate is booked on an open charge, a warrant charge will not be added unless the warrant is an exact match or is verified by fingerprints. Livescan does not verify warrants that are already added to the booking sheet, therefore any warrant that is not an exact match shall be verified first by fingerprints before being added as a booking charge.

The Booking Sergeant is responsible for verifying any and all charges added to the booking sheet.

6.5.1.3 HOLDING CELL USE

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The holding cell in booking is a temporary housing cell and shall be used only during the initial booking process. Inmates may be placed in the holding cell at the discretion and approval of the Booking Sergeant. This may occur if an inmate displays any of the following behaviors:

- 1) Poses a threat to the safety and security of the facility;
- 2) Poses a threat of escape;
- 3) Presents a threat to themselves or others, including inmates threatening suicide;
- 4) Assaults officers or others; or
- 5) Is uncooperative or disruptive during the booking process.

Officers utilizing the holding cell will adhere to the following procedures:

- 1) The Booking Sergeant must be notified when an inmate is placed in or removed from the holding cell;
- 2) All lights must remain on while the holding cell is occupied;
- 3) Holding cell doors are to remain locked at all times;
 - The key for the holding cell will be kept with the Booking Sergeant when the cell is not in use;
- 4) All inmates placed in the holding cell shall be restrained at all times;
- 5) Male and female inmates should not be housed in the holding cell together;
- 6) Officers placing inmates into the holding cell must maintain constant visual supervision over the inmate.

6.5.1.4 RESTRAINT CHAIR USE

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The restraint chair should be considered as an option only when an inmate meets the following criteria:

- 1) Displays behavior resulting in the destruction of property; or
- 2) Reveals intent to cause physical harm to self or others.

The restraint chair can be used in conjunction with the placement of inmates in the holding cell. Employees shall adhere to the Jail Standard Operating Procedure Chapter 15 when using the restraint chair.

6.5.2 IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) ADMINISTRATIVE WARRANTS

This section is currently under revision. [Special Order FEDERAL IMMIGRATION ENFORCEMENT was issued May 23, 2018](#). This special order is in effect until this section is finalized and approved.

6.5.3 SEARCHING INMATES

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It shall be the responsibility of the arresting or transporting Officer to search their inmate, remove all property, and make a complete inventory of the inmate's property (including bags, backpacks, and purses) on the Booking or Property form. Arresting or transporting Officers shall also be responsible for bagging the inmate's property while at the Booking desk.

Such searches shall not include personal areas (such as an inmate's underwear), as those types of searches will be handled by Jail personnel if warranted.

Nothing in this section shall preclude an Officer from retrieving a weapon or perceived weapon from an inmate's personal area for purposes of officer safety.

Instances where an Officer cannot reasonably remove an inmate's property shall be communicated to Jail personnel, so the property can be removed during the intake process.

6.5.3.1 PRISONER'S PROPERTY

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Officers will place prisoner's property in the provided clear plastic bag and complete the Property Inventory section on the *Arrest and Booking Information Form*.

Prisoner's property that does not fit into the plastic bag shall be inspected and searched as appropriate, and if feasible placed into large, brown paper bags. The bag(s) or property shall be placed into the appropriate bulk property location with the appropriate property report filed. Entry to this effect shall be made on the *Arrest and Booking Information Form* as well as on the bulk property log.

Inmates will not take any money to the jail floors. All money will be counted and placed into a money envelope. Officers will legibly write their name, DID and the inmate's booking number on the money envelope. The envelope will be given to the Booking Sergeant or placed in the money safe next to the Booking window.

Inmate's shoelaces will be removed and placed into the plastic property bag. All prescription and over-the-counter medication will be placed into the plastic bag. Officers will not take inmate's medication into the Jail.

Additional charges, which may result from evidence uncovered during the search, shall be added to the *Arrest and Booking Information Form*.

6.5.3.2 RELIGIOUS HEAD COVERINGS

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If an inmate is wearing a religious head covering, all reasonable efforts shall be made to allow this practice, except where safety and security concerns dictate otherwise. During intake, or whenever the removal of an inmate's religious head covering is necessary, officers shall make every reasonable effort to abide by the following procedures:

- 1) Utilize Jail personnel of the same gender as the inmate during removal;
- 2) Keep the inmate out of the view of others, including uninvolved staff;
- 3) Allow the inmate to remove the religious head covering; staff may pat down the head covering prior to removal.

While in custody, approval of the wearing of religious head coverings will be at the discretion of the Booking Sergeant. A religious head covering will be permitted except where removal or confiscation is reasonably required due to security or safety issues. If the retention of the religious head covering is approved, the article shall be searched, in accordance with the procedures above, and returned to the inmate. The inmate shall be allowed to reapply the head covering at the earliest practicable opportunity and before leaving the private area.

All religious head coverings shall be searched and remain subject to search while the inmate is in custody. Any item that may pose a threat to the safety or security of the facility or that may potentially cause harm to the inmate or others shall not be allowed.

In the event an item is not allowed, the reason will be explained to the inmate and documented in the inmate's booking record by the Booking Sergeant.

6.5.3.3 STRIP SEARCHES AND VISUAL BODY CAVITY SEARCHES

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All persons, except for physicians or licensed medical personnel, conducting or otherwise present during a strip search, or a visual or physical body cavity search shall be of the same sex as the person being searched.

Persons conducting a strip search, or a visual body cavity search shall not touch the breasts, buttocks, or genitalia of the person being searched.

In some instances, an arresting officer may request a strip search of an inmate that does not fit the criteria per [4030\(F\) PC](#) (i.e. misdemeanor or infraction arrest). The following must exist to facilitate such a search:

- 1) There must be a reasonable and articulable suspicion that the inmate is concealing contraband or a weapon;
- 2) Officers must complete the *Authorization to Strip Search Form*, which is available from the Booking Sergeant.

- 3) Officers shall provide written justification on the form articulating the reason for the request.
- 4) The *Authorization to Strip Search Form* must then be approved by the Booking Sergeant.

Once the strip search has been completed, the *Authorization to Strip Search Form* shall be attached to the inmate's paperwork.

6.5.4 DETENTION OFFICERS - USE OF CHEMICAL AGENTS

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All Detention Officers, once trained and certified, are authorized to carry and use chemical agents).

Chemical agents will only be used to control violent combative persons. It may be used at an officer's discretion where the safety of officers or inmates is an issue.

It is not the intention of this policy to limit the use of chemical agents only to inmates who are outside of a cell or dayroom area. There are occasions where the use of chemical agents through the bars is acceptable, such as, but not limited to a fight between inmates where great bodily injury may occur.

The following procedures will be adhered to after chemical agents have been used:

- 1) Everyone exposed shall be treated by the on-duty Jail Nurse, or in the absence of the nurse, transported to the contract hospital;
- 2) An incident report shall be filed in the automated reporting system with "Use of Force" noted on the first line;
- 3) The involved employee shall notify their supervisor;
- 4) The supervisor shall notify the Booking Sergeant;
- 5) The Booking Sergeant shall notify the Patrol Watch Commander;
- 6) The Detention Supervisor shall enter the incident in the Jail Tiburon Daily Log;
- 7) All reports shall be forwarded to the Booking Sergeant for review;
- 8) Detention Officers should file supplemental reports to the original arrest report with additional charges if necessary.
- 9) Any use of force resulting in additional charges filed on an inmate requires a new DR to be filed by a Patrol Officer.